

1. General Provisions

1.1. These Regulations on information and (or) activities constituting official, commercial or other legally protected secret (hereinafter referred to as the Regulations) of the NJSC “The L.N. Gumilyov Eurasian National University” (hereinafter referred to as the Company) were developed in accordance with subparagraph 18) of paragraph 2 of Article 53 of the Law of the Republic of Kazakhstan “On Joint Stock Companies” (hereinafter referred to as the Law) and subparagraph 19) of paragraph 71 of the Company’s Charter in order to determine the information and (or) the Company’s activities that constitute official, commercial or other legally protected secret, measures of its protection and responsibility for its disclosure.

1.2. These Regulations apply to all employees of the Company, as well as other persons who have concluded an agreement with the Company on non-disclosure of confidential information (hereinafter referred to as the Agreement), and is mandatory for strict execution. Any person who has gained access to information classified as confidential by these Regulations is subject to a written warning of civil, administrative and criminal liability for its illegal disclosure and/or use.

1.3. Disclosure of confidential information is carried out in accordance with the procedure established by law and these Regulations.

2. Terms and Definitions

2.1. **Confidentiality, confidential information** is the property of information that is not related to state secrets, to be inaccessible and closed, free access to which is prohibited (restricted) in accordance with the Law, the Charter of the Company and these Regulations. Confidentiality of information is necessarily confirmed by the stamp “CONFIDENTIAL”.

2.2. **Commercial, official secret** is confidential information about the Company, defined as having a valid and (or) potential commercial and (or) official value due to its unknown to third parties, free access to which is prohibited (restricted) in accordance with the Law and these Regulations.

2.3. **Confidential information carrier** is an individual who, by virtue of their position or Agreement, has authorized access to confidential information, including, but not limited to:

senior Employee of the Company;

any Employee/Contractor of the Company having access to confidential information;

Employee/Contractor of the audit organization, appraiser and other persons who, while providing services to the Company, have gained access to confidential information;

a person engaged by state bodies to participate in the audit of the Company's activities as an expert, specialist, translator, consultant, third party;

Employee/executive of the state body that has received access to confidential information by virtue of the powers granted to it.

2.4. Public availability of information, open information –

1) the property of information not defined by the Company as confidential, to be well-known or generally accepted, access to which is not limited in accordance with the procedure established by the legislation of the Republic of Kazakhstan;

2) information disclosing details about the Company's activities, subject to disclosure in accordance with the law.

2.5. Information with limited access – information about the Company and (or) its activities, access to which is permitted in compliance with the procedures provided for in paragraphs 3.5-3.9 of these Regulations.

2.6. Revelation of confidential information – 1) illegal use by the carrier of confidential information in their own interests or in the interests of third parties; 2) illegal dissemination by the carrier of confidential information, including in the media and social networks on the Internet; 3) illegal transfer or sale by the carrier of confidential information to competitors of the Company; 4) other methods of disclosure of confidential information of the Company provided by the legislation.

2.7. Disclosure of confidential information – 1) the use by the carrier of confidential information or part of it in their own interests or in the interests of third parties, for the use of which a written permission has been obtained from an authorized person of the Company; 2) the transfer of confidential information based on a written request from authorized state, special state, law enforcement and (or) judicial authorities.

2.8. Authorized person – an official of the Company, in accordance with the established procedure, appointed responsible for the safety of confidential information and the issuance of permission for its disclosure.

3. Determination by the Company of information confidentiality

3.1. Information corresponding to one of the following criteria is considered confidential:

3.1.1. represents actual or potential scientific, economic and (or) service value for the Company due to its non-public nature;

3.1.2. contains information about scientific developments, the cost of scientific developments, know-how, methods and ways of research, the results of experiments and trials, expected results, prospects for implementation and commercialization;

contains information about the possibility of the Company receiving income and benefits, including intangible ones;

3.1.3. contains information about personal data and personal life of any Employee/ Contractor and (or) the learner of the Company, who became known in the performance of their assigned duties;

3.1.4. contains information about the results of any negotiations, correspondence, meetings, business trips, sittings, sessions, consultations, discussions that became known during the performance of assigned duties;

3.1.5. contains information about strategic and tactical plans to increase the economic, educational and (or) scientific potential of the Company;

3.1.6. is not open information according to the legislation.

3.2. The main criteria for assigning confidential status to information are:

the possibility for the Company to receive legitimate income and other material and business benefits using the information precisely because it has non-public nature;

the probability of causing harm to corporate, economic or other protected legitimate interests of the Company due to its being known to third parties;

3.2.3. the existence of an agreement on the recognition of confidential information according to the terms of contracts, agreements, pacts concluded by the Company.

3.3. Information cannot be recognized as confidential:

publicly available or well-known, accessible to an unlimited number of persons;

which became publicly available after the disclosure of confidential information, except in cases where the guilty person contributed to its disclosure;

3.3.3. in accordance with the legislation, it cannot be recognized as confidential.

3.4. Access to confidential information and its use is issued by the order of the first head of the Company or the person replacing them.

3.5. The full list of confidential information that meets the requirements of these Regulations is specified in Appendix No. 1. This list of confidential information is exhaustive. If necessary, the Authorized Person of the Company makes a corresponding proposal to supplement the list of confidential information to the Management Board of the Company in accordance with the competence of the Management Board of the Company as defined by subparagraph 3.8. of these Regulations.

3.6. Each employee of the Company, including its management staff, is obliged to sign an Agreement on non-disclosure of confidential information in accordance with Appendix No. 2 to these Regulations.

3.7. In order to clarify the conditions and procedure for the protection of confidential information, persons who have received access to it are required to familiarize themselves with the Memo on the preservation of confidential information in accordance with Appendix No. 3 to these Regulations.

3.8. If there is a need to supplement this list with new information, the approval of such an additional list is entrusted to the Management Board of the Company with mandatory written notification of the Board of Directors of the Company. If the Board of Directors objects to the submitted additional list of confidential information, such additions are subject to exclusion.

3.9. In order to ensure the safety of confidential information:

3.9.1. access to the computer and other electronic media of official information of each Employee/Contractor of the Company, including the management team, as well as the person who concluded the Agreement, must be limited to passwords;

3.9.2. originals and copies of all documents and information that have received the status of confidential information, as well as documents disclosing production secrets, technologies, and all related documentation, including letters, minutes, decisions, materials of inspections by state bodies, audit reports, documents confirming ownership rights and/or other rights to the Company's property, they must be stored in key-locked cabinets, access to which is limited to the circle of responsible persons.

4. Terms of Preservation of Confidential Information

4.1. Employees and other persons who have gained access to confidential information are obliged to keep it secret and not disclose it for 5 (five) years from the moment when such information became known to them, by virtue of labor, service, partnership, contractual and other relations, except in cases when an authorized official of the Company and/or its competent authority has given written permission for such disclosure.

5. Procedure for Disclosure of Confidential Information

5.1. Confidential information may be disclosed only in agreement with the permanent commission on secret records management upon the occurrence of the following events:

5.1.1. The first head of the Company decides on disclosure in full or in part;

5.1.2. confidentiality of information is considered irrelevant for objective reasons. The decision to remove the confidential status from the information is made by the first head on the basis of the presentation of the responsible employees of the Company;

5.1.3. economic, scientific and other goals and objectives accomplished using confidential information have been achieved and their results are subject to disclosure in order to implement and transfer new technologies, as well as to increase the scientific and (or) economic potential of the Company.

5.2. In all cases, only the minimum amount of confidential information necessary to attract interested parties is subject to public disclosure.

5.3. The Company has the right not to provide access to confidential information to state bodies and officials when they perform registration, control functions and when performing other actions, except for those necessary for the

implementation of the functions assigned to them, established by the laws of the Republic of Kazakhstan.

5.4. Any confidential information about the Company transferred to a state body during the implementation of its functions is not subject to disclosure and dissemination, except in cases of transfer of information to another state body in accordance with the laws of the Republic of Kazakhstan.

5.5. Confidential information is subject to transfer:

5.5.1. upon written requests of employees of special state and law enforcement agencies during their investigative and operational activities established by the criminal procedure legislation;

5.5.2. upon written requests of judicial and tax authorities, prosecutor's offices, justice, financial market regulation and supervision, internal state audit on cases and materials in their proceedings;

5.5.3. at the written request of the Sole Shareholder or a member of the Board of Directors of the Company when performing their official duties.

5.6. Confidential information of the Company may not be disclosed without written consent, except for information on which there is a court decision that has entered into force.

6. Responsibility for Disclosure of Confidential Information

6.1. The protection of confidential information consists in the prohibition of its illegal receipt, distribution or use.

6.2. Persons who obtained, disclosed or used confidential information by illegal methods are obliged to compensate for the damage caused in full, and also bear civil, administrative, or criminal liability in accordance with the procedure provided for by the legislation of the Republic of Kazakhstan.

6.3. These regulations are put into effect from the date of its approval by the Board of Directors of the Company.

Appendix No. 1
to the Regulations on Information and
(or) Activities Constituting Official,
Commercial or Other Secret Protected by
Law

**The list of confidential information
constituting official or commercial secret and the procedure for disclosure of
such information**

No.	Information that is classified as information constituting a trade secret
1.	The main activity of the Company
1.1.	Information about the age composition of the material and technical equipment (equipment, facility), as well as the timing and types of repair work carried out with the equipment
1.2.	Information about documents related to contractual relations within the framework of ensuring existing processes in the Company
1.3.	Drawings, formulas, specifications, books, archival information, official correspondence (including by electronic and facsimile communication), as well as any correspondence with third parties, including government agencies and other persons
2.	Management
2.1.	Information about the original management methods used, planning and control systems
2.2.	Information on the preparation, adoption and execution of individual decisions by the Company's management on commercial, organizational, industrial, scientific, technical and other issues
2.3.	Information about the quality management system developed on the basis of the International Standard
2.4.	Information on making decisions concerning financial incentives for the Company's employees, including the procedure for their approval
2.5.	Information on the creation of special commissions whose activities are aimed at achieving the Company's statutory goals, fulfilling management tasks
2.6.	Current operational information on the technical and economic indicators of the Company's activities, the obligation to disclose which is not provided for by law
2.7.	Acts of inspections carried out by various bodies, including internal control bodies, decisions on them
2.8.	Personnel documents, including staffing structure
2.9.	Information and documentation on preparation for obtaining new permits, certificates, statements, licenses of the Company or its employees

No.	Information that is classified as information constituting a trade secret
2.10.	Archival data and all information provided to state bodies, at the discretion of the Company to third parties
2.11.	Reference books, manuals, reports, documents and minutes, on paper or electronic media, internal orders, decrees and decisions of the Company's management
3.	Plans
3.1.	Information about plans to expand or curtail the production of various types of products and their feasibility studies
3.2.	Information about investment plans and their feasibility studies
3.3.	Information about equipment procurement plans, expansion or curtailment of procurement of materials, components and feasibility studies of these plans
3.4.	Information about plans for leasing and leasing of fixed assets and feasibility studies of these plans
3.5.	Information about the Company's business plans, plans for the development of individual areas, divisions
3.6.	Information about the plans for the placement of the Company's funds, including the decision-making processes aimed at obtaining income by the Company
4.	Meetings
4.1.	Information on the facts of holding, objectives, subject and results of meetings and sessions of the Company's management bodies
4.2.	Information on the facts of holding, objectives, subject matter and results of meetings and sessions of special commissions established to achieve the Company's statutory goals, perform management tasks, including income generation
5.	Finance
5.1.	Information on the turnover of the Company's funds, including funds placed on deposits, data on the Company's business plan and budget
5.2.	Information about the Company's primary accounting documents
5.3.	Information about the Company's financial transactions
5.4.	Information on the status of the Company's bank accounts and operations performed on the accounts
5.5.	Information on the level of profitability of certain types of products, information on the cost of services rendered, planned and forecast data, information on borrowed funds attracted or planned to be attracted, their size, sources and conditions of attraction and other information reflecting the financial and production activities of the Company
5.6.	Any financial documentation, correspondence (including by electronic and facsimile communication)
5.7.	Tax and statistical reporting data of the Company
5.8.	Data on the amount of income and expenses received by the Company, analysis

No.	Information that is classified as information constituting a trade secret
	of financial and economic activities of the Company, information on cash flows, including bank payments
6.	Partners
6.1.	Systematized information about domestic and foreign customers, suppliers, contractors, consumers, partners, intermediaries, clients and other partners of the Company in business relations, as well as about its competitors that are not contained in open sources (directories, catalogs, etc.), including their addresses, settlement and special accounts.
6.2.	Information about individual agreements (contracts, conventions) and their provisions of terms of bilateral or multilateral agreements concluded or to be concluded by the Company, information about the parties to the contracts, any commercial information contained in the contracts, amounts, volumes, prices, information about the offers of potential or actual suppliers of the Company, indicating prices, payment terms and other conditions
7.	Negotiations
7.1.	Information about the goals, objectives and tactics of negotiations with business partners, as well as the fact and content of negotiations with potential counterparties
7.2.	Information on the preparation and results of negotiations with the Company's business partners
8.	Contacts
8.1.	Information, the conditions of confidentiality of which are established in agreements, contracts, conventions and other obligations
9.	Prices
9.1.	Information about the composition of costs for the provision of certain services
10.	Bidding, auctions, purchases
10.1.	Any internal documentation and information regarding the planned tenders for the purchase of goods and services, including prices, terms and volumes of procurement, except for providing information to potential suppliers within the framework of announced tenders and in accordance with the requirements of the legislation of the Republic of Kazakhstan
10.2.	Information about preparation for participation in biddings, auctions and their results
11.	Science and technology
11.1.	Information about the development of new equipment (products) – before the start of marketing research
11.2.	The exact values of the structural characteristics of the products being created and the optimal parameters of the technological processes being developed (dimensions, volumes, configuration, design content of components, temperature, pressure, time, etc.), information about the serial maintenance of manufactured products

No.	Information that is classified as information constituting a trade secret
11.3.	Data on the conditions of experiments and the equipment on which they were carried out
11.4.	Information about the software and computer software used and its status
11.5.	Information about the qualifications of employees
12.	Technology
12.1.	Information about the features of the technologies used and being developed and the specifics of their application
13.	Staffing
13.1.	Any information about Employees/Contractors or learners, concerning their receipt of educational services in the Company, including on electronic gadgets
13.2.	Provisions of employment agreements (contracts) concluded with employees of the Company and its subsidiaries
13.3.	Electronic information resources containing personal data of individuals and the collection and processing of which are limited to the purposes for which they are collected
13.4.	Personal information about Employees/Contractors and attracted specialists and consultants, their wages and other conditions of employment or attraction, mandatory and incentive payments
13.5.	Information on wages of employees of the Company and its subsidiaries and deductions from wages
13.6.	Information about the fact of an Employee/Contractor or a learner seeking medical help, the state of health of the citizen, the diagnosis of their disease and other information obtained during their examination and (or) treatment
14.	Safety
14.1.	Information on the procedure and status of the organization for the protection of trade secrets
14.2.	Information about the order and status of the organization of security, access control, security alarm system
14.3.	Information constituting the commercial secret of the Company, which are counterparties (partners), and transferred on a trust basis

2. This list of confidential information is exhaustive. If necessary, the Authorized Person of the Company makes a corresponding proposal to supplement the list of confidential information to the Management Board of the Company.

3. Employees/Contractors of the Company and the persons who have concluded the Agreement are prohibited from making copies, recordings, photographs, summaries of the confidential information specified above, except in cases when it is necessary for them to fulfill their obligations under the contract, as well as not to disclose, not to transfer, not to transfer confidential, official, commercial or other legally protected information of the Company to third parties orally, on paper or electronic media, and in other ways and methods. All such confidential information is and should remain the exclusive property of the Company.

3. Disclosure of such information, including to representatives of the mass media and any third parties, may be authorized exclusively by the management of the Company.

4. Employees of the Company and persons who have entered into an Agreement are obliged to keep confidential information and not disclose such information during the term of employment contracts and Agreement and for three years after their termination.

I have read the list:

_____ /
(Last name, first name, patronymic) (signature)

Appendix No. 1
to the Regulations on Information and
(or) Activities Constituting Official,
Commercial or Other Secret Protected by
Law

**Agreement
on non-disclosure of confidential information**

The NJSC “The L.N. Gumilyov Eurasian National University”, hereinafter referred to as the “Employer” or “Customer”, represented by the Chairman of the Management Board-Rector Ye.B. Sydykov, acting on the basis of the Charter, on the one hand, and a **Citizen of the Republic of Kazakhstan** _____, hereinafter referred to as the “Employee” or “Contractor”, acting on their own behalf as an individual, on the other hand, hereinafter collectively referred to as the Parties, have concluded this Agreement on the following:

1. Subject of the contract

1.1. By this Agreement, the Parties guarantee to each other the non-disclosure of confidential information, access to which they receive in the performance of duties under the concluded employment contract or other agreement, contract:

1.1.1. By signing this Agreement an Employee/ Contractor confirms that they have been informed that, when performing the duties assigned to them, they will be allowed to access information classified as commercial, official secret of the Employer/Customer, assumes a voluntary obligation to preserve confidential information, on the terms provided for in this Agreement;

1.1.2. By signing this Agreement, the Employer/Customer guarantees the protection of the Employee’s/Contractor’s personal data and undertakes to process (receive, store and transfer) the specified data exclusively in accordance with the procedure and conditions provided for by the current legislation of the Republic of Kazakhstan.

2. Obligations of the Parties

2.1. Employee/Contractor, in accordance with the legislation of the Republic of Kazakhstan on trade secrets, regulatory and organizational and administrative acts of the Employer/Customer regulating the protection of commercial and official secrets, with which they were acquainted, assuming the obligation of non-disclosure of the information entrusted to them, undertakes:

2.1.1. to promptly and fully provide the Employer/Customer with information about the occurrence of grounds for refusal to the Employee/ Contractor in the admission or restriction of access to confidential information;

2.1.2. not to evade verification measures and not to report deliberately false personal data;

2.1.3. in case of an attempt by unauthorized persons to obtain confidential information, immediately inform the Employer/Customer about it;

2.1.4. to fully and timely inform the Employer/Customer about changes in biographical data;

2.1.5. even in the case of a single violation of the assumed obligations related to the protection of commercial, official secrets, as well as the occurrence of circumstances that are grounds for refusal of access to confidential information, to compensate the Employer/Customer for all direct and indirect losses caused by such violation;

2.1.6. to faithfully comply with the requirements of this Agreement, strictly preserve the information entrusted to them relating to trade secrets and official information during the period of employment and other relations and for 5 years after their termination, including:

2.1.6.1. not to disclose information constituting a commercial, official secret, which will be entrusted to the Employee/Contractor or will become known for work (provision of services, performance of works);

2.1.6.2. to comply with the requirements of regulatory and organizational and administrative acts of the Employer/Customer regulating the procedure for protecting commercial and official secrets;

2.1.6.3. not to transfer to third parties and not to publicly disclose information constituting a trade secret and official information of the Employer/Customer without their written consent;

2.1.6.4. not to use knowledge of commercial, official secrets to engage in any activity that, as a competitive action (or damage to its interests), may cause damage to the Employer/Customer;

2.1.6.5. in case of an attempt to obtain confidential information by unauthorized persons, or an Employee/Contractor of the Employer/Customer who are not related to the known Employee/Contractor/ Contractor of confidential information, immediately inform the Employer/Customer;

2.1.6.6. to keep the commercial, service information of those enterprises (persons) with whom the Employer/Customer has business relations;

2.1.6.7. to immediately inform the Employer/Customer about the loss (shortage) of carriers of commercial, official secrets, certificates, passes, keys to secure premises, vaults, safes (metal cabinets), seals and other facts that may lead to the disclosure of confidential information of the Employer/Customer, as well as about the causes and conditions of possible leakage of information;

2.1.6.8. to immediately inform the Employer/Customer about the information that has become known to the Employee/ Contractor in cases of disclosure of confidential information by employees of the Employer/Customer and about others that have become known to the Employee/Executor of the sources of leakage of confidential information of the Employer/Customer, including their business partners (clients);

2.1.6.9. in case of termination of the contract, all the carriers of the Employer's/Customer's trade secrets (manuscripts, drafts, drawings, magnetic tapes, disks, floppy disks, printouts on the printer, film and photo negatives, positives, models, materials, products, etc.), and property intended for the protection of information that were in the Employee's/Contractor's disposal in connection with the performance of their official duties during work (provision of services, performance of works), to transfer to the Employer/Customer.

2.2. The Employer/Customer undertakes:

2.2.1. to process the Employee's/Contractor's personal data solely for the purpose of ensuring compliance with laws and other regulatory legal acts, assistance to the Employee/Contractor in employment, training and promotion, ensuring the personal safety of the Employee/Contractor;

2.2.2. not to demand from the Employee/Contractor of providing information about their political, religious and other beliefs and private life;

2.2.3. not to demand from the Employee/Contractor information about their membership or activities in public associations, including trade unions;

2.2.4. when making decisions affecting the interests of the Employee/Contractor, not to be based on the Employee's/Contractor's personal data received as a result of their automated processing or electronically;

2.2.5. to implement and ensure the protection of personal data of the Employee/Contractor in accordance with the procedure established by the legislation of the Republic of Kazakhstan;

2.2.6. to acquaint the Employee/Contractor with the act of the Employer/Customer establishing the procedure for storing the Employee's/Contractor's personal data;

2.2.7. not to disclose personal data of the Employee/Contractor to a third party without the written consent of the Employee/Contractor;

2.2.8. to allow access to the Employee'/Contractor's personal data only to specially authorized persons. At the same time, these persons should have the right to receive only those personal data of the Employee/Contractor, which are necessary to perform specific functions, and to comply with the confidentiality regime;

2.2.9. to transfer the Employee'/Contractor's personal data within the organization in accordance with the act of the Employer, with which the Employee/Executor must be acquainted.

3. Final Provisions

3.1. By signing this Agreement, the Employee/Contractor confirms that they have been warned that for the disclosure of information constituting a trade secret, or for the loss of information carriers containing such information, as well as other violations of the secrecy regime, they will be held liable in accordance with the current legislation of the Republic of Kazakhstan. They are aware that violation of regulatory and organizational and administrative acts regulating the protection of trade secrets and official information of the Employer/Customer may entail criminal,

administrative, civil or other liability in accordance with the legislation of the Republic of Kazakhstan in the form of imprisonment, a monetary fine, the obligation to compensate the Employer/Customer (losses, lost profits and moral damage).

3.2. This Agreement comes into force from the moment of its signing by the Parties and is valid for the duration of the agreement, as well as for 5 (five) years from the date of termination of the agreement.

3.3. This Agreement is drawn up in two copies in Russian, having the same legal force, one copy for each of the Parties.

Employer/Customer:
**NJSC “The L.N. Gumilyov
Eurasian National University”**
Nursultan, K. Satpayev str., 2
BIN 010140003594
IIC KZ978562203105747338
BIC KCJBKZKX
in JSC “Bank CenterCredit”

Employee/Contractor:
**Full
name** _____
Address: _____
ID No. _____ **issued** _____

MIA (MJ) RK
IIN _____

**Chairman of the Management
Board-Rector**
_____ **Ye. Sydykov**

Appendix No. 3
to the Regulations on Information and
(or) Activities Constituting Official,
Commercial or Other Secret Protected by
Law

MEMO
for the Employee/Contractor (the person who concluded the Agreement)
on the preservation of commercial, official secrets

In the conditions of the market and competition, trade secrets act as an element of marketing and entrepreneurship, as a way to increase the profits of the Company. Leakage of trade secrets can lead to a decrease in the Company's income or to its bankruptcy.

Employee/Contractor (the person who entered into the Agreement) is obliged to strictly keep secret the information classified as a commercial secret of the Company, which became known to them through the service or otherwise.

Disclosure of trade secrets, transfer to third parties, publication without the consent of the Company, as well as its use for engaging in any activity that, as a competitive action, may cause damage to the Company, entails criminal, administrative, civil and other liability in accordance with the legislation of the Republic of Kazakhstan.

Employee/Contractor (the person who concluded the Agreement) is obliged to work only with that information and those documents that contain commercial, official secrets to which they have gained access by virtue of the duties assigned to them, to know what specific information is subject to protection, and also strictly observe the rules for using it.

Employee/Contractor (the person who concluded the Agreement) must be notified which of the other employees/contractors (the persons who concluded the Agreement) is allowed to work with information containing commercial, official secrets to which they themselves are admitted, and to what extent this information can be brought to these employees.

When participating in the work of third-party organizations, the employee/contractor (the person who concluded the Agreement) is obliged to acquaint their representatives with the information constituting the official/commercial secret of the Company only with the written permission of the Authorized Person. At the same time, this person must identify specific issues to be considered and indicate to what extent the information subject to protection can be communicated.

It is prohibited to place information constituting an official/commercial secret unnecessarily in documents containing state secrets and having, in this regard, the appropriate secrecy stamp. Such violation of the procedure for handling information

constituting an official/commercial secret is considered as their disclosure and entails liability in accordance with the established procedure.

The employee is obliged to immediately inform the first manager and the Authorized Person about the loss or shortage of documents, products containing official/commercial secrets, certificates, passes, keys to secure premises, vaults, safes, personal seals, as well as about the causes and conditions of possible leakage of such information.

Upon dismissal, before going on vacation, leaving for a business trip, it is necessary to hand over all the media of commercial, official secrets (manuscripts, drafts, documents, disks, printouts on a printer, etc.) that were at the disposal of the employee / contractor (the person who concluded the Agreement) in connection with the performance of their official duties.

Employee/Contractor (the person who concluded the Agreement) is obliged, at the first request of the first head, to present for verification all the materials listed for them containing the official/commercial secrets of the Company, to provide oral and written explanations about violations of the established rules for performing closed works, accounting and storage of documents and products containing such information.

In case of an attempt by unauthorized persons or organizations, including foreign ones, to obtain information constituting an official/commercial secret of the Company, the employee/executor (the person who concluded the Agreement) is obliged to inform the first head and their deputies about it.

The term of validity of restrictions related to the need to protect the Company's official/commercial secrets is determined by these Regulations.

I have read the memo: _____ /

_____ (Last name, first name, patronymic)

(signature)

10/10/1918
10/10/1918
10/10/1918
10/10/1918